Manpower Standard

★ *GROUP COMMANDER'S SUPPORT STAFF*

★This Air Force Manpower Standard (AFMS) quantifies the manpower required to accomplish the tasks described in the process oriented description for varying levels of workload. This AFMS is applicable to the Logistics Group (10B0), Support Group (10C0), Operations Group (10D0), and other groups using their applicable functional account codes. This AFMS provides the manpower needed for the Group Commander's Support Staff during peacetime. It does not apply to locations that have completed a cost comparison study and remained in-house. A negative variance should be developed to account for any processes performed by contract manpower equivalents (CMEs). The policy and guidance for the operation of the Group Commander's Support Staff are derived from numerous Air Force publications. The majority are contained in, but not limited to, the 4, 30, 35, 36, 37, 39, 50 and 205 series. This AFMS was developed in accordance with policies and procedures contained in AFMAN 38-208, *Air Force Management Engineering Program (MEP)*. Send comments and suggested improvements on AF Form 847**, Recommendation for Change of Publication**, through channels, to AFMEA/AEDC, 550 E Street East, Randolph AFB, Texas 78150-4451.

★ *SUMMARY OF CHANGES*

This AFMS supersedes AFMS 10X0, 21 January 1994. It implements format changes to comply with SAF requirements. The revisions include minor administrative changes in the overall layout of the AFMS and conversion to a Word for Windows format. This revision changes the Core Manpower Range; adds an additional application instruction step to implement the population dependent requirement; modifies the manpower table to add the 6 manpower requirement column and to change the Note; and includes changes and additional variances to Attachment 3, Variances. Variance A3.1, Positive Mission Variance for Additional Deputies in Operations Groups, is rephrased, and Mountain Home is added. Variance A3.5, Positive Mission Variance for Dormitory Management, was previously variance 3, and is revised to include additional information. Variances A3.3, A3.4, A3.6, A3.7, A3.8, A3.9, A3.10, and A3.11 are added. Changes are identified with a ★.

1. Responsibility Statement. The Group Commander's Support Staff is responsible for the day-to-day management and support to the Group Commander. The specific position responsibilities are:

1.1. **Commander.** Provides leadership, discipline, morale, welfare, health, and training of assigned personnel. Manages required resources to meet mission requirements. Interprets directives, orders, and regulations. Formulates plans and policies. Convenes and appoints boards. Coordinates and interfaces with other agencies, as required. Maintains and enforces standards.

1.2. **Deputy Commander.** Serves as commander, when required. Advises the commander. Responsible for unit programs, as directed by the commander.

1.3. **Executive Officer.** Oversees information management activities for the commander and deputy commander. Handles protocol duties, as required. Implements, directs, and coordinates executive functions, services, and activities. Represents the commander in interaction with other agencies of all levels. Responsible for unit programs and special projects, as directed by the commander.

2. Core Composition. This AFMS quantifies the core manpower necessary for any Group Commander's Support Staff having a population of 1342 authorizations.

2.1. **Core Manpower Required.** 5.

★2.2. **Core Range.** 5 - 6.

2.3. **Programming Factor.** Total Authorized Authorizations

3. Standard Data:

3.1. **Approval Date.** 27 March 1996

3.2. **Man-hour Data Source.** Expert Team Workshop

3.3. **Man-hour Equation.** See Standard Manpower Table and Application Instructions.

3.4. **Workload Factor:**
3.4.1. **Title.** Total Authorized Population.
3.4.2. **Definition.** Total authorized (funded) officer, enlisted, and civilian (appropriated fund) populations for the group undergoing application.
3.4.3. **Source.** Unit Manpower Document (UMD), File Part A, Unit Recap Section

3.5. **Points of Contact:**
3.5.1. **AFMEA Representative.** MSgt Eileen Durham, AFMEA/AEDC, DSN 487-5911.
3.5.2. **Functional Representative.** Major Kevin Norton, HQ USAF/PER, DSN 223-4156.

4. Application Instructions:

4.1. **Step 1. Core (fixed).** Allocate 5 (1 Commander, 1 Deputy Commander, 1 Executive Officer, 2 Information Managers) manpower requirements.

★4.2. **Step 2. Population Dependent.** Allocate 1 additional (Information Management Journeyman - SSgt) manpower requirement for groups with an authorized requirement greater than 1350.

4.3. **Step 3. Variance.** Determine the manpower requirement for each approved variance that applies to the group undergoing application.

4.4. **Step 4. Total Whole Manpower Requirement.** Sum the results of Steps 4.1, 4.2, and 4.3 to determine the total whole manpower requirement for the Group Commander's Support Staff.

4.5. **Step 5. Air Force Specialty Codes, Grades, and Skills.** Use the Standard Manpower Table at Attachment 2 to determine the Air Force Specialty Codes, grades, and skills.

5. Statement of Conditions. The core Group Commander's Support Staff will have Personnel Concept III (PC-III) capabilities. The group staff personnel will receive Functional Area Records Manager (FARM), Customer Account Representative (CAR) support, and will be administratively assigned to either the mission support, operations support, or logistics support squadron.

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Attachments
1. Process Oriented Description
2. Standard Manpower Table
3. Variances
4. Process Analysis Summary

PROCESS ORIENTED DESCRIPTION

GROUP COMMANDER'S SUPPORT STAFF

A1.1. MANAGES STAFF ADMINISTRATIVE COMMUNICATIONS:
A1.1.1. RECEIVES INCOMING COMMUNICATIONS (MANUAL & ELECTRONIC).
A1.1.2. PREPARES OUTGOING COMMUNICATIONS (LETTER, MEMO, MESSAGE).
A1.1.3 CONTROLS OUTGOING ACCOUNTABLE COMMUNICATIONS.
A1.1.4. HAND CARRIES MESSAGES TO AND FROM TELECOMMUNICATION CENTER.
A1.1.5. PREPARES AND MAINTAINS READ FILES.
A1.1.6. MAINTAINS FILES.

A1.2. MANAGES COMMANDER'S AND DEPUTY COMMANDER'S CALENDARS:
A1.2.1. RECEIVES APPOINTMENT REQUEST.
A1.2.2. SCHEDULES.
A1.2.3. UPDATES.
A1.2.4. VERIFIES.
A1.2.5. PUBLISHES AND DISTRIBUTES.

A1.3. PROCESSES EVALUATIONS:
A1.3.1. RECEIVES EVALUATION AND REVIEWS FOR CONTINUITY AND ACCURACY.
A1.3.2. MAINTAINS LOG.
A1.3.3. RETURNS TO RATER TO CORRECT MINOR ERRORS.
A1.3.4. PREPARES ADDITIONAL RATER AND REVIEWER COMMENTS.
A1.3.5. FORWARDS TO PERSONNEL OFFICE AND CLEARS SUSPENSE.

A1.4. PROCESSES DECORATIONS:
A1.4.1. RECEIVES AND LOGS IN DECORATION PACKAGE.
A1.4.2. REVIEWS AND VERIFIES RIP DATA WITH DECORATION DATES.
A1.4.3. REVIEWS FOR QUALITY CONTROL OF NARRATIVE AND CITATION.
A1.4.4. MAINTAINS FILE OF APPROVED/DISAPPROVED DECORATIONS.
A1.4.5. LOGS OUT AND FORWARDS AWARD PACKAGE TO SERVICING PERSONNEL OFFICE.

A1.5. PERFORMS RECEPTION DUTIES (VISITORS, APPOINTMENTS, INQUIRIES, OR PHONE CALLS OTHER THAN THOSE WITHIN OTHER PROCESSES):
A1.5.1. ACKNOWLEDGES VISITOR OR ANSWERS PHONE.
A1.5.2. ANSWERS INQUIRY.
A1.5.3. REFERS TO APPROPRIATE PERSON OR PLACE.
A1.5.4. SCHEDULES APPOINTMENT, IF REQUIRED.
A1.5.5. ESCORTS VISITOR, IF REQUIRED.

A1.6. MANAGES COMMANDER'S RECOGNITION PROGRAMS (MEDAL PRESENTATION, INDIVIDUAL RECOGNITION, ETC.):
A1.6.1. SCHEDULES TIME AND PLACE.
A1.6.2. NOTIFIES PERSONNEL.
A1.6.3. DETERMINES NEED FOR AUDIOVISUAL EQUIPMENT.
A1.6.4. OBTAINS EQUIPMENT, DECORATIONS, AWARDS, CERTIFICATES, ETC.
A1.6.5. SCHEDULES PHOTOGRAPHER.
A1.6.6. GATHERS BIOGRAPHY AND GUEST INFORMATION.
A1.6.7. PREPARES AGENDA.
A1.6.8. SETS UP LOCATION.
A1.6.9. RETURNS EQUIPMENT.
A1.6.10. PICKS UP DEVELOPED PICTURES.
A1.6.11. DISTRIBUTES PICTURES.

A1.7. SCHEDULES, PREPARES FOR, AND ATTENDS STAFF MEETINGS:
A1.7.1. SCHEDULES TIME AND PLACE.
A1.7.2. NOTIFIES PERSONNEL.
A1.7.3. DETERMINES NEED FOR AUDIOVISUAL EQUIPMENT.
A1.7.4. OBTAINS EQUIPMENT AND RESOURCES, AS REQUIRED.
A1.7.5. PREPARES AGENDA.
A1.7.6. SETS UP LOCATION.
A1.7.7. RESCHEDULES, IF NECESSARY.
A1.7.8. FLIPS SLIDES.
A1.7.9. TAKES MINUTES.
A1.7.10. RETURNS EQUIPMENT AND RESOURCES.
A1.7.11. PREPARES AND DISTRIBUTES MINUTES.

A1.8. PROCESSES REPORTS OF INVESTIGATION, INQUIRIES, ETC. (INCLUDES CONGRESSIONAL INQUIRIES, IG COMPLAINTS, LINE OF DUTY DETERMINATIONS, COMMANDER'S ACTION):
A1.8.1. RECEIVES INVESTIGATION, INQUIRY, ETC.
A1.8.2. SUSPENSES UNTIL ACTION COMPLETED.
A1.8.3. MAINTAINS LOG.
A1.8.4. FORWARDS TO COMMANDER FOR REVIEW.
A1.8.5. FORWARDS/COORDINATES WITH APPROPRIATE AGENCY.
A1.8.6. PREPARES AND FORWARDS REPLY.
A1.8.7. MAINTAINS FILE COPY, AS REQUIRED.

A1.9. MANAGES AWARDS AND SPECIAL PROGRAMS (QUARTERLY/YEARLY AWARDS, FUNCTIONAL AWARDS, ETC.):
A1.9.1. DETERMINES REQUIREMENTS.
A1.9.2. SOLICITS AND SUSPENSES NOMINATIONS.
A1.9.3. SCHEDULES, ORGANIZES, AND CONDUCTS BOARD, AS NEEDED.
A1.9.4. REVIEWS AND FINALIZES NOMINATION PACKAGES.
A1.9.5. FORWARDS PACKAGES.
A1.9.6. PREPARES AWARDS OR CEREMONIES, AS REQUIRED.

A1.10. ARRANGES TRAVEL FOR CC/CD:
A1.10.1. RECEIVES INFORMATION REQUIRED FOR ORDERS.
A1.10.2. ORIGINATES ORDERS.
A1.10.3. TRANSMITS VIA PC-III.
A1.10.4. PRINTS, REPRODUCES, AND DISTRIBUTES.
A1.10.5. SCHEDULES TRAVEL.
A1.10.6. PICKS UP TICKETS.
A1.10.7. PREPARES TRIP FOLDER.
A1.10.8. ARRANGES BILLETING.
A1.10.9. PREPARES ITINERARY.
A1.10.10. MAINTAINS ORDERS RECORD SETS.

STANDARD MANPOWER TABLE												
WORK CENTER/FAC Group Commander's Support Staff/10X0			**APPLICABILITY MAN-HOUR RANGE** N/A									
AIR FORCE SPECIALTY TITLE	**AFSC**	**GRADE**	**MANPOWER REQUIREMENT**									
Group Commander	*	COL	1	1								
Deputy Group Commander	*	LTC	1	1								
Executive Officer	37A3	CPT	1	1								
Information Management Craftsman	3A071	TSG	1	1								
Information Management Journeyman	3A051	SSG	1	2								
TOTAL			5	★6								
AIR FORCE SPECIALTY TITLE	**AFSC**	**GRADE**	**MANPOWER REQUIREMENT**									
*Appropriate AFSC for the mission of the group.												
★ *Note*: Substitution of a Civilian Technical Director for the Deputy Group Commander is optional; however, groups are not authorized both positions.												
TOTAL												

AF Form 1113, JUN 91 (COMPUTER GENERATED). PREVIOUS EDITION IS OBSOLETE.

VARIANCES

GROUP COMMANDER'S SUPPORT STAFF

★**A3.1. Title.** Positive Mission Variance for Additional Deputies in Operations Groups.

A3.1.1. **Definition.** An Operations Group supporting two or more diverse missions (bomber and airlift; fighter and airlift; or fighter and Airborne Warning and Control) is authorized a second deputy commander. An Operations Group supporting similar mission, design, and series aircraft (F-15's and F-16's or B-1's and B-52's) is not authorized to use this variance. Under no circumstances will an Operations Group earn more than two deputy commanders. The grade of the deputy commander will be a lieutenant colonel. Units desiring a grade variance for the second deputy should submit their request through normal colonel requirements review procedures.

A3.1.2. **Impact.** +1 Lieutenant Colonel.

A3.1.3. **Applicability.** Applicable to:

Barksdale	2 Operations Group
Davis Monthan	355 Operations Group
Dyess	7 Operations Group
Elmendorf	3 Operations Group
Kadena	18 Operations Group
Little Rock	314 Operations Group
Moody	347 Operations Group
Pope	23 Operations Group
Randolph	12 Operations Group
★ Mountain Home	366 Operations Group

A3.2. Title. Negative Mission Variance for the 633rd Operations Group.

A3.2.1. **Definition.** The Group Commander's Support Staff core allows five manpower requirements per group. Having no aircraft assigned and a small population, the Operations Group at Andersen AFB Guam requires only a Group Commander and an information management specialist.

A3.2.2. **Impact.** -1 Deputy Commander, -1 Executive Officer and -1 Information Management Specialist.

A3.2.3. **Applicability.** Applicable to the 633rd Operations Group at Andersen.

★**A3.3. Title.** Negative Mission Variance for 56th Logistics Group.

A3.3.1. **Definition.** The size and scope of the Logistics Group at MacDill AFB does not justify a requirement for deputy commander.

A3.3.2. **Impact.** -1 Deputy Commander

A3.3.3. **Applicability.** Applicable to the 56 Logistics Group at MacDill AFB.

★**A3.4. Title.** Positive Mission Variance for the 750th Space Group.

A3.4.1. **Definition.** The 750th Support Group is geographically separated from the parent wing and has the responsibility of operating a stand-alone Air Force base.

A3.4.2. **Impact.** +1 3A071 MSG
                     +1 3A051 SRA

A3.4.3. **Applicability.** 750th Support Group at Onizuka.

★**A3.5. Title.** Positive Mission Variance for Dormitory Management.

A3.5.1. **Definition.** This variance provides dormitory manager authorizations for the administration and management of dormitories.

A3.5.2. **Impact.** Locate in the staffing pattern the applicable room number range for an installation's number of dormitory rooms and across under the Dorm Managers heading, locate the number of earned dormitory managers. All requirements will be at the grade of SSgt. A special duty identifier will be available by October 1994.

ROOMS	DORM MANAGERS
1 - 54	0
55 - 170	1
171 - 340	2
341 - 510	3
511 - 680	4
681 - 850	5
851 - 1020	6

A3.5.2.1. If an installation has more than 1020 rooms, one dormitory manager is earned for every 170 rooms.
A3.5.2.2. Dormitory managers will be authorized in functional account code (FAC) 101D.
A3.5.2.3. MAJCOMs may centralize dormitory management in the Support Group; however, if dormitory management is decentralization, use the following steps to determine dormitory management authorization distribution:
A3.5.2.3.1. **Step 1.** Determine total number of dormitory managers earned for the entire installation.
A3.5.2.3.2. **Step 2.** Consult with the Support Group Commander and host senior enlisted advisor to identify dormitory manager distribution by squadron.
A3.5.2.4. MAJCOMs may centralize dorm managers in the Support Group. If the command assigns dorm managers to individual squadrons, apply the formula to determine the total number of dorm managers for the entire installation, then work with the Support Group Commander and host senior enlisted advisor to identify the dorm managers assigned to squadrons.

A3.5.3. **Applicability.** Applies to the host Support Group.

★**A3.6. Title.** Positive Mission Variance for Resource Advisor.

A3.6.1. **Definition.** Advises the Group Commander on resource management for all group budget matters. Acts as focal point for resource management of all cost centers in the group.

A3.6.2. **Impact.** +1 6F171 TSgt

A3.6.3. **Applicability.** Applies to:

                    Logistics Groups
                    Operations Groups
                    100 Support Group
                    3 Support Group
                    18 Support Group
                    16 Support Group

For the following, +1 6F151 SSgt

>
>36 Support Group
>354 Support Group
>15 Support Group
>8 Support Group
>35 Support Group
>51 Support Group
>374 Support Group

For the following, +1 Civ

>720 Special Tactics Group

★**A3.7. Title.** Positive Mission Variance for Consolidated Orderly Room.

A3.7.1. **Definition.** Provide support to group and three subordinate squadrons.

A3.7.2. **Impact.** +1 3S051 SSgt

A3.7.3. **Applicability.** Applies to 34 Operations Group.

★**A3.8. Title.** Positive Mission Variance for Additional Administration Support.

A3.8.1. **Definition.** Operates an expanded flying hour window of 12 hours versus a normal 10 hours. Requires information managers to report early to work to process message traffic and consolidate commander's summaries from worldwide operating locations and transfer data to computerized slide media for briefings.

A3.8.2. **Impact.** +1 3A051 SSgt

A3.8.3. **Applicability.** Applies to:

>9 Operations Group at Beale AFB
>49 Material Maintenance Group at Holloman AFB

★**A3.9. Title.** Negative Mission Variance for Executive Officer.

A3.9.1. **Definition.** Level of work does not require the expertise of an officer.

A3.9.2. **Impact.** -1 CPT

A3.9.3. **Applicability.** Applies to 49 Material Maintenance Group at Holloman AFB.

★**A3.10. Title.** Positive Mission Variance for Ground-Based Radar On-site Commander.

A3.10.1. **Definition.** Position supports responsibilities outlined in a memorandum of agreement between 12th Air Force and the 24th Wing to support GBR detachments in Central and South America deployed for counterdrug operations.

A3.10.2. **Impact.** +1 MAJ

A3.10.3. **Applicability.** Applies to 24 Operations Group at Howard AFB.

★**A3.11. Title.** Positive Mission Variance for Operations Group Program Manager.

A3.11.1. **Definition.**   Coordinates and directs HQ ACC programmed flying training; manages manning and authorization requirements for two tactical flying squadrons, one operations support squadron, and the flying training unit; and coordinates assignment requirements between ACC/AFMC and 2 BW flying personnel.

A3.11.2. **Impact.** +1 MAJ T011B3C

A3.11.3. **Applicability.** Applies to 2 Operations Group at Barksdale AFB.

PROCESS ANALYSIS SUMMARY

GROUP COMMANDER'S SUPPORT STAFF

PROCESS TITLE	CORE MAN-HOURS	PROJECTED WORKLOAD	FRACTIONAL MANPOWER
COMMANDER	N/A	N/A	1.00
DEPUTY COMMANDER	N/A	N/A	1.00
EXECUTIVE OFFICER	N/A	N/A	1.00
MANAGES STAFF ADMINISTRATIVE COMMUNICATIONS	8 hours/day	daily	1.05
MANAGES CC/CD CALENDARS	5 minutes/appointment	18 appointments/day	0.20
PROCESSES EVALUATIONS	30 minutes	22 evaluations/month	0.07
PROCESSES DECORATIONS	5 minutes	20 decorations/month	0.01
PERFORMS RECEPTION FUNCTION DUTIES	5 minutes/inquiries	36 visitors/day	0.39
MANAGES COMMANDER'S RECOGNITION PROGRAMS	2 hours	1 ceremony/month	0.01
SCHEDULES, PREPARES AND ATTENDS STAFF MEETINGS	3 hours	1 meeting/week	0.08
PROCESSES REPORTS OF INVESTIGATION	1 hour	5 reports/month	0.03
MANAGES AWARDS AND SPECIAL PROGRAMS	50 minutes/program	8 programs/month	0.04
ARRANGES TRAVEL	3 hours	1 trip/month	0.02
TOTAL FRACTIONAL MANPOWER			4.90